

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator

Kevin Donahue
City Administrator



**CITY ADMINISTRATOR'S ORDER
NO. 2023-2**

DATE: April 26, 2023

SUBJECT: Approval Required for Certain Personnel Appointments and Payments;
Rescission of Certain Personnel-Related, Travel-Related, and Training-Related
Approval and Reporting Requirements

By virtue of the authority vested in me as City Administrator by section 422(7) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code § 1-204.22(7)), and Mayor's Order 2015-036, dated January 9, 2015, it is hereby **ORDERED** that:

I. **APPROVAL OF THE CITY ADMINISTRATOR REQUIRED FOR CERTAIN PERSONNEL APPOINTMENTS AND PAYMENTS**

- A, A subordinate executive branch agency shall not make or approve any of the following payments or compensation without first receiving the approval of the City Administrator:
1. Additional income allowances;
 2. Bonuses;
 3. Monetary awards; and
 4. Retirement awards.
- B. A subordinate agency shall not appoint an individual to serve in a Management Supervisory Service position at grade 15 or above without first receiving the approval of the City Administrator.

II. **COMPLIANCE; VALIDITY OF NON-COMPLIANT ACTIONS**

- A. No officer or employee of the District of Columbia may make or authorize a personnel action or payment that is inconsistent with this Order.
- B. Failure to comply with this Order shall not affect the validity of a personnel action or payment that is inconsistent with this Order. However, an officer or employee violating this Order shall be subject to appropriate administrative discipline,

including, when circumstances warrant, suspension from duty without pay or removal from office.

III. **EXEMPTION**

This Order shall not apply to the Executive Office of the Mayor or to offices or agencies that report to the Executive Office of the Mayor.

IV. **RESCISSION OF PRIOR ORDER**

City Administrator's Order 2016-1, issued July 15, 2016, is rescinded.

V. **EFFECTIVE DATE**

This Order shall be effective immediately.

A handwritten signature in black ink, appearing to read "Kevin Donahue", written over a horizontal line.

**KEVIN DONAHUE
CITY ADMINISTRATOR**